

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

ACCOUNT CLERK I - 00111

Monthly Salary Range: \$2073 - \$2711

General duties: An Account Clerk I performs beginning level clerical work of a specialized nature in the maintenance of financial files, documents and records; assists in verifying the accuracy of simple financial documents such as vouchers and invoices; after verification assists in posting information from document to an established, detailed or support journal or register and assists in maintaining detailed or support ledger in accordance with established procedure.

Desirable training and experience: High School or equivalent.

Knowledges tested: Name and number checking; Basic mathematics; Numeric filing; Alphabetizing; Office practices and procedures.

Tests and weights: Automated multiple-choice test 100%.

****NOTE:** PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.

Length of eligibility period: One year.

Counties in which positions are established: Lake, La Salle, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 W. Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

7-1-96 K, Counties Updated 5-03-02, 3-1-85 (RC-014-05) Salary 1-1-06